MEMORANDUM FOR: All NOAA Travelers

FROM: Jon P. Alexander
                                 Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 08-1
                                 New Contract for TMC Services

DATE: September 10, 2007

The current contract with SATO for Travel Management Center (TMC)
services expires September 28, 2007. The new contract for TMC services
was awarded on August 23, 2007, to ADTRAV, and is effective September
29, 2007. See DOC Notice:
http://www.corporateservices.noaa.gov/~finance/ADTRAV%20ANNOUNCEMENT.pdf
ADTRAV will make reservations for common carrier transportation,
lodging, and car rental for all Department of Commerce travelers.
Please note this change of TMC services from our current contractor,
SATO, to ADTRAV affects anyone traveling on behalf of NOAA.

ADTRAV will continue to maintain two on-site locations for NOAA. One
on-site office will be located in the Herbert C. Hoover Building (HCHB)
to service travelers in Washington, DC. The other on-site office will
be located in Silver Spring, Maryland, and will service travelers in the
Silver Spring Metro Complex and other Maryland worksites. Employees in
Hawaii and Alaska will be serviced by separate ADTRAV offices in those
locations, respectively. All other employees will utilize ADTRAV's call
center located in Birmingham, Alabama. Please note travelers in field
locations who are currently being serviced by a separate SATO Office
will begin utilizing ADTRAV's Call Center effective September 29, 2007.

Travelers will continue to use SATO for travel services up until COB
September 28, 2007. To help ensure a smooth and seamless transition,
ADTRAV will be working with SATO in order to capture any and all
reservations not ticketed under the current contract.

Another advisory will be sent following this one which will include more
detailed information, i.e., new phone numbers, fax numbers, hours of
operation, and fees. If you have any questions, please call Rachael
Wivell on (301) 444-2136.

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